

REENLISTMENT INCENTIVES1. Guidelines

a. When a member submits a request chit for reenlistment, the Divisional Career Counselor works with the Departmental Career Counselor ensuring all the details of the reenlistment receive proper action. A Reenlistment Checkoff Sheet tracks all the necessary steps from the submission of the request chit through the reenlistment ceremony. The ceremony is coordinated by the department and divisional career counselor. Enclosure (5) provides guidance for the actual ceremony.

b. Shipmate who reenlists may complete a Hometown News Release, if desired. The department career counselor provides the necessary information to the Public Affairs Officer for submission.

c. All reenlisting members receive the following benefits via a request chit submitted through their chain of command:

(1) One day off at the discretion of the member's chain of command.

(2) One afternoon off at the discretion of the chain of command.

(3) One duty day off a month for a three-month period.

(4) Sleep late one morning at the discretion of the member's chain of command. This permits the member to report to work two hours late.

(5) A reception following the ceremony with a cake provided by the parent department.

(6) A four-day special liberty at the Department Head's discretion. This must be used in conjunction with a weekend.

(7) A three day special liberty at the Department's Head's discretion. This must be used in conjunction with a weekend.

(8) A Certificate of Discharge, Certificate of Reenlistment, and, if applicable, a Certificate of Appreciation for the member's spouse and children.

(9) A Reenlistment Pen and MWR Coupon Book.

d. This instruction does not preclude the Division Officer from providing other incentives to reenlisting members. Other incentives and suggestions are always welcome and should be provided to the Command Master Chief or the Command Career Counselor.